

Subject: RE: Printers to be Replaced Next Week

From: Suzanne Holley <sholley@downtownla.com>

Date: 04/24/2017 03:59 PM

To: Brian Raboin <braboin@downtownla.com>, Carol Schatz <cschatz@downtownla.com>, Elan Shore <eshore@downtownla.com>, "Elisabeth Cutler" <ECutler@downtownla.com>, Henna Sherzai <HSherzai@downtownla.com>, Joan Noble <jnoble@downtownla.com>, Julia Marino <JMarino@downtownla.com>, Kevin Begovich <kbegovich@downtownla.com>, Michael Filson <MFilson@downtownla.com>, Nick Griffin <ngriffin@downtownla.com>, Ron Colcol <RColcol@downtownla.com>, Jessica Lall <JLall@ccala.org>, Joanne Danganan <jdanganan@ccala.org>, Lena Mulhall <lmulhall@ccala.org>, Marie Rumsey <MRumsey@ccala.org>, Nhien Lasky <nlasky@ccala.org>, "Shane Phillips (sphillips@ccala.org)" <sphillips@ccala.org>, Shawn Bratton <sbratton@ccala.org>
CC: "batman@crimsonit.com" <batman@crimsonit.com>

The technician delivered the new printer in the large copy room but did remove the old printer. You may continue to use this until it is taken down and replaced in the morning tomorrow.

Thank you.

From: Suzanne Holley

Sent: Friday, April 21, 2017 11:47 AM

To: 'Brian Raboin (braboin@downtownla.com)'; 'Carol Schatz (cschatz@downtownla.com)'; 'Elan Shore (eshore@downtownla.com)'; 'Elisabeth Cutler (ECutler@downtownla.com)'; 'Henna Sherzai (HSherzai@downtownla.com)'; 'Joan Noble (jnoble@downtownla.com)'; 'Julia Marino (JMarino@downtownla.com)'; 'Kevin Begovich (kbegovich@downtownla.com)'; 'Mike Filson (MFilson@downtownla.com)'; 'Nicholas Ziff Griffin (ngriffin@downtownla.com)'; 'Ron Colcol (RColcol@downtownla.com)'; 'Jessica Lall (JLall@ccala.org)'; 'Joanne Danganan (jdanganan@ccala.org)'; 'Lena Mulhall (lmulhall@ccala.org)'; 'Marie Rumsey (MRumsey@ccala.org)'; 'Nhien Lasky (nlasky@ccala.org)'; 'Shane Phillips (sphillips@ccala.org)'; 'Shawn Bratton (sbratton@ccala.org)'

Cc: batman@crimsonit.com

Subject: Printers to be Replaced Next Week

Importance: High

Please note that the lease has expired on the two large Canon printers and that they are to be replaced next week as indicated below.

Color printer in large copy room:

- This color printer will be replaced by a color printer.
- This printer will be leased by the DCBID.
- All DCBID personnel PCs will be directed to this printer.
- The new printer is to be delivered Monday afternoon between 1:00 p.m. and 5:00 p.m.; the existing printer will be removed at this time.
- The Canon technician will be here Tuesday morning between 8:30 a.m. and 9:00

a.m. to configure the printer.

- Ash will be doing additional configuration following that.
- Please plan to not be able to access this printer Monday afternoon through Tuesday mid-day.

Black & white printer in the small copy room:

- This black & white printer will be replaced by a color printer.
- This printer will be leased by CCA.
- All CCA personnel PCs will be directed to this printer.
- The new printer is to be delivered Tuesday afternoon between 1:00 p.m. and 5:00 p.m.; the existing printer will be removed at this time.
- The Canon technician will be here Wednesday morning between 8:30 a.m. and 9:00 a.m. to configure the printer.
- Ash will be doing additional configuration following that.
- Please plan to not be able to access this printer Tuesday afternoon through Wednesday mid-day.

I understand that this is a different configuration than what is currently in place and impacts individuals in different ways. Please see me with any specific questions you have with regards to your operations.

Thank you.

Suzanne Holley

SVP & Chief Operating Officer

 <https://www.downtov>

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